

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

May 8, 2007

**Aldermen O'Neil, Lopez,
Smith, Forest, DeVries**

5:30 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Alderman O'Neil, Lopez, Forest, DeVries

Absent: Alderman Smith.

Chairman O'Neil addressed item 3 of the agenda.

3. Presentation by Jennie Angell, Acting Director of Information Services, regarding the following:
 - a) Web Administrator candidate interviews;
 - b) analysis of the Neighborhood Enhancement Team process:
 - in June, the City will receive approximately 480 hours of the analysis and possible redesign recommendations from students in the Master's program of UNH's Whittemore School of Business;
 - c) fiber optic cable to the last fire station will be moving forward.

Ms. Jennie Angell, Acting Director of Information Services stated good afternoon. Alderman O'Neil said to make this brief so this is. First item the Web Administrator we are interviewing candidates still going on, so maybe hopefully by the next time I see you we actually will have hired somebody. We do have some viable candidates that look like they could be a possibility.

Chairman O'Neil stated and the pay seems to be okay for.

Ms. Angell stated we'll be talking about that with the candidates right up front and we did end of the budget for 2008 we put in more money than the bottom because we didn't expect to be able to soar in the middle edge. I think we are okay there.

Ms. Angell continued stating and the next thing the neighborhood enhancement team you have requested and so had the Mayor requested, to see if we could do something to try to help streamline or help with some efficiency on the interaction between all the neighborhood enhancement team members. And I contacted UNH's, Whittemore School of Business, Matt Normand and Tony Schaeffer from my office interviewed candidates two weeks ago they went to UNH and actually interviewed candidates and we requested one and we are actually getting three candidates. And what we are going to have is three Master's level individuals working in the City for forty hours a week for the entire month of June. And what they're going to be doing is interviewing all of the participants in the net team what they do, get together all the forms, this is the first part of doing an analysis to try to automate the systems. So we are getting that done, we have a kick off meeting with the net team members tomorrow. So hopefully something good will, we need to do this and this will augment the staff to get done.

Chairman O'Neil stated any questions in that particular issue. Just for me you are looking at the process not necessarily software or anything now.

Ms. Angell stated right now we are looking at the process we are looking at what their process' are. What we may find that there maybe some duplication of efforts different individuals might have data basis of the same information that we could combine. As far as potential software and hardware that we may ultimately want to utilize. I did speak briefly with Dan Maranto and parts of this possibly could be eligible for CDBG funds. But we're too early in stages to really talk about that. And the next update on Fiber Optic cable we are working with fire in the process of putting the RFP together for the last of the fiber to the last of the Fire Station on Hackett Hill. And so by the end of the summer they will be Fiber connected.

Alderman Forest stated I have one, mainly it's nice to hear that Hackett Hill is going to get some attention. But this may not have anything to do with this or you may not have anything to do with this. I know Tuesday night's Aldermanic meeting there was an item there about the Police sub-station about running cable and fiber optics to that sub-station. Are you involved in that or, okay, was there a less expensive way of doing that, why so much money to run a cable across the street. I have my concerns with Comcast, with the prices they charge. Would it be Verizon for Fiber Optics.

Ms. Angell stated this isn't Comcast. No actually we get quotes with many vendors that will run fiber and we lay out the rope and then we get quotes and if it's over the threshold we go out to bid. The cable line to the fire station will be

put out to bid. And that was, we not only have the fiber but we have the switches that go at both ends. So that price included, soup to nuts the entire project, it wasn't just the fiber, the price that you saw.

Alderman Forest stated thanks.

Chairman O'Neil stated Jennie are we, this could be a long time down the road on Hackett Hill, but are we set up to if the station is moved to another location, it's not going to be such a big project.

Ms. Angell stated no, no Joe Kane is of the opinion that wherever they finally end up it will be in the vicinity so we'll just pull it back, move it, extend it whatever.

Chairman O'Neil stated super. Any other questions. Thank you for your work.

Chairman O'Neil addressed item 4 of the agenda.

4. Progress report of the Purchasing Division submitted by Ms. Melinda Salomone-Abood.

Ms. Melinda Salomone-Abood, purchasing agent stated just to go over the letter that I sent in. Just some highlights we're working with information system at this point to work on purchasing web site. Part of that we'd like to set up e-mail notification system much like the snow emergency system. If we can get Cooperation from departments to put their bids through us, we can put them on line, and then we'll ask vendors to sign up for the e-mail notification that way they can be informed whenever a new bid is out there that they may be interested in. We are also making everything available to other city departments because the G drive, right now we have a purchasing folder set under that drive, and it has all current bids that we are currently going out for, current contracts that we have awarded and documents that they might need to do bids with. Lisa and I are now national institute for government purchasing members so we have access to other city bids. Also gives us training opportunities and seminars that come over the web so that we can be trained in better ways to do things. And the most interesting thing is we've awarded the office bid contract, put the highlight of the contract in the letter as well, that will be affective June Fourth. We have a significant discount on their list price on most of their office supplies. We also did print and fax toners, the same company wanted printer and fax toners we are looking at a ten thousand dollar savings based on what departments reported that their usage is and what toner cartridges they are using. Copy paper, again we are going to have a little bit of savings but we learned that the paper industry is going

up anyway, so. And again we are asking if the committee can recommend that City Departments go on this bid, that is the only way we are going to save. That's all I have.

Chairman O'Neil stated congratulations on your work to date in the short time. When did the purchasing, coordinating purchasing actually become effected.

Ms. Salomone-Abood stated February, March I believed we finally reached over.

Chairman O'Neil stated congratulations in this short time the savings you brought to the City. Frank anything you want to add before we go to questions.

Mr. Frank Thomas stated Mindy did skip over quickly the discount on office supplies that we are receiving. As you can note, typically we would get a sixty one percent discount, government organization off the catalogue prices for W.B. Mason. Going through this bid process we were able to increase that to eighty two point seven percent and as noted in Mindy's correspondence based on how much is allocated in all the city budgets for these type of supplies there is a potential savings there of seventy thousand dollars. In addition the other point I wanted to bring out W.B. Mason does accept P cards so again we will be able to gain the benefit of the rebates that we receive on P cards.

Chairman O'Neil stated questions, Alderman Lopez.

Alderman Lopez stated thank you Mr. Chairman just to follow that up I already talked to Mindy and I have heard from a few department heads this eighty-two point seven. Is that on certain items or is that the entire catalogue, that's eighty-two point.

Ms. Solomone-Abood stated it's the majority of their catalogue I would say ninety five percent of the catalogue is at an eighty two point seven percent discount its on their office consumables. Above that depending on the category that it fits into, it it's not at the eighty-two point seven we do have a discounted of the list price. And you are talking specialty items like, Cross pens.

Mr. Thomas stated actually what will furnished the department will be a break down by categories. Not all the categories as Mindy mentioned will receive that eighty two percent. Office furniture I guess is a different percentage.

Ms. Solomone-Abood stated yes, that was not part of the bid.

Alderman Lopez stated I guess what I'm down to is and you said you were going to do it anyway. I think that all departments if we can get that eighty two percent that's fine. I think what the confusion is, is to what items that we're indicating that the eighty two percent is on and you are going to do that. So along with Frank, you guys can send something out to the departments so they understand that you are going to buy pens, you are going to buy paper you are going to do this whatever the case may be. I don't know the items myself but I'm sure if we're in that catalogue because figure seventeen cents for something is unheard of but.

Ms. Solomone-Abood stated I actually have a listing that they gave us of the twenty items that we specifically bid out to award the bid. And I show on those twenty items which what the City Departments stated that they probably used the most. I had W.B. Mason show what we were paying last year for the same items and what we would be paying on this new contract.

Alderman Lopez stated that's great. I think it's just an education that has to be done to information and communication to the departments. And I think that all departments opt to, when the chairman is ready to take a motion I think we make that recommendation to the full Board, that they be directed on the items that you have provided they must go through you. I think it's a good savings and a commendable job you did. Thank you.

Alderman DeVries stated thank you Mr. Chairman. Mindy, or Frank whoever, wants to chime in. I want to take you back to the first case that you mentioned the update that will be interactive with info system. Dependant I'm sure you realize upon the higher and the placement of the new Web master that we made. In order to accomplish that you said that you will need some guidance from this committee on that issue, as well as the cooperation of the departments, and I just wanted you to try to elaborate on further guidance you might be looking for from this committee.

Ms. Solomone-Abood stated I would be urging the other departments to, we don't want to review their bids or anything but they were to pass their bids on to us or let us know what the bite to put on to the web site. And we maintained the purchasing web site, and this way vendors only have to go to this one site or this one page to get their information and then if the departments send us their stuff, the vendors are part of this e-mail notification. Then an e-mail would go directly to their vendors.

Alderman DeVries stated great, it never ceases to amaze me, how much of our different departments are depended upon info system and our Web page, it's great that we are utilizing it to that extent. Thank you.

Chairman O'Neil stated all set Alderman DeVries, Alderman Osborne.

Alderman Osborne stated I just had a question, is this the same supply we had last time.

Ms. Solomone-Abood stated last time when.

Alderman Osborne stated last year anytime, how long have they been with the City.

Ms. Solomone-Abood stated W. B. Mason, I believe has been doing business with the City for a couple of years now. Maybe going of five to seven years. The fact that the matter is people, have been buying from them from Staples from Office Systems from all over, again, nobody had to buy from anywhere.

Alderman Osborne stated why all of sudden the drastic drop in all of these things.

Ms. Solomone-Abood stated the big discount. I know W.B. Mason was wanted to aggressively go after the City and work with the City.

Alderman Osborne stated I guess eighty two percent, wow.

Mr. Thomas stated obviously they are in competition with the other suppliers in addition it wasn't and eighty two percent discount all of a sudden it's gone from the sixty percent sixty one percent to the eighty two. And this is the first year that the way it was bid it was bid with the understanding that the City will make every effort to have all the departments purchase through this contract. And just want to follow up on a comment Alderman Lopez made, our departments will not have to go through Mindy, they will be given the catalogue be furnished a catalogue and they will just buy off the catalogue with these discounted rates and pay for the bill directly. So there's no need to go through coordinated purchasing we are just providing the opportunity for the departments to utilize these services.

Alderman Osborne stated I think it's a great discount, don't get me wrong but why all of a sudden such a drop.

Chairman O'Neil stated is it safe to say now that they look at it as one customer or client as opposed to fifteen or twenty or twenty five different departments doing business with them where they looked at all those as individual.

Ms. Solomone-Abood stated yes, the City is under an umbrella. So any discounts or anything will go against the account completely.

Chairman O'Neil stated that is why Alderman Osborne we are getting that. Before every department was doing their own thing and the suppliers looked at it that way. They were all individual clients now the City is one client to them. Other questions Alderman Lopez.

Alderman Lopez stated I would like to make a motion to pass on the full Board to give a directive to all department Heads to follow the bidding process that purchasing has went through and we will go with that with a note that you provide the instructions to us at the next Board meeting as what the instructions are going to the Department Heads to the items that you have indicated.

Chairman O'Neil stated there is a note, directive to all Departments to all departments that when purchasing office supplies, printer and fax toner cartridges, or copy paper that they do so under the terms and conditions of the contract with W.B. Mason. Is that the motion you are looking for.

On motion of Alderman Lopez, duly seconded by Alderman Forest, it was voted to accept the directive as read.

Ms. Carol Johnson, Deputy City Clerk stated I guess my question would be whether that is a complete directive or whether that is to be given effort that they to do so. Because if some supplies that are specialized to the departments, I'm thinking of Election machines or something like that we can't get through them.

Chairman O'Neil stated the motion specifically says office supplies printer and fax and toner cartridges or copy paper.

Ms. Johnson stated I am using an election machine as an example we have a printer in that and they would not have that on that bid, so I'm saying to utilize the bid as I understand what the intention of the motion is. I just don't want to put something in there that's going to strangle something either.

Chairman O'Neil stated I think the intent is the regular general office supplies. That is certainly the intent my intent and is certainly the intent of the others.

Mr. Thomas stated right from the beginning it was the intent of coordinate purchasing, not to force departments into going along with whatever we did. If they had a specific need, so in the case of City Clerk, if they would have a specific need they would not have to follow this directive, and that goes true for any other department depending on what they are buying.

Ms. Solomone-Abood stated also if we are referring to the bid itself, we specifically put in there it did not include office machines, equipment and office furniture.

Alderman Lopez stated that cleared up Carol.

Ms. Johnson stated yes, we will work out a report that covers it.

Alderman Osborne stated just one more follow up if I may. Is there any minimum is there any maximum on these really discounted items. Thank you.

Ms. Solomone-Abood stated none.

Chairman O'Neil stated a motion was made and seconded. There being none opposed, the motion carried.

Chairman O'Neil stated a couple of things Mindy that you may want to touch on, some of you future items, in you communication with us, that you hoped to get at.

Ms. Solomone-Abood stated yes, we would like to finalize obviously our Web page get that going. We are also talking about setting up meetings with individual departments to find out what their needs are and how the purchasing department can help them out. And obviously looking at areas like our custodial supplies and printing services in the future.

Chairman O'Neil stated and, are you able to track who is doing business with W.B. Mason, which individual departments.

Ms. Solomone-Abood stated yes, we specifically put into the bids that they are to report quarterly or give us a quarterly report on the sales and what departments are buying from them.

Chairman O'Neil stated and where do we stand with coordinating purchasing and automotive related supplies.

Ms. Solomone-Abood state well the Highway Department has always sent out automotive bids come September, October, so our intent was to again from Police and Fire and Parks and Rec, as what they use for automotive supplies and send out our bids as usual, incorporating their parts as well.

Chairman O'Neil stated thank you, Any further questions. Thank you for you work.

Chairman O'Neil addressed item 5 of the agenda.

5. Denial of a peddler's license request from Gerald Halloran seeking permission to sell food weekdays at 186 Granite Street.

Alderman DeVries moved for discussion, Alderman Forest duly seconded the motion. Motion carried

Ms. Johnson stated there was a conversation held with Matt Normand who does most of our licensing activities regarding this item. There was a discussion, the contractors down at the ball field doing various work down there have actually requested that this gentleman be available to them. He has agreed to shut down two hours before games of the Fisher Cats. So we would see it as not in use, while the public facility is in use so we would ask that it be approved.

Alderman DeVries stated you are able to adjust the Peddlers license to make adjustments.

Ms. Johnson stated we did adjust the license to make that condition, otherwise we would have to be subject to Fisher Cats approval.

On motion by Alderman DeVries to approve the peddlers license for 186 Granite Street subject to conditions duly seconded by Alderman Lopez. There being none opposed, the motion carried.

Chairman O'Neil addressed item 6 of the agenda.

6. Communication from Christine Robinson seeking permission to hang a banner on Elm Street at the start of the 15th Annual CIGNA HealthCare/ Elliot Hospital Corporate Road Race on Thursday, August 9, 2007 at 6:20 PM.

Alderman Lopez moved for discussion, duly seconded by Alderman Forest. Motion carried.

Alderman DeVries stated Carol maybe you can help me with the historical place. Haven't we had some issues in the pass with the banners being damaged.

Ms. Johnson stated yes, except in this instance they put it up at the start of the race and they immediately it immediately comes down. It does not stay up.

Alderman DeVries stated if there is any damage is it at their expense.

Ms. Johnson stated liability issues with fall with them, yes.

Alderman DeVries stated thank you, I'm fine thank you.

Chairman O'Neil stated motions been made and seconded. There being none opposed motion carried.

TABLED ITEM

7. Communication from Mayor Guinta requesting consideration of the establishment of a Department of Administrative Services.
(Tabled 01/09/2007)

This item remained tabled.

NEW BUSINESS

Ms. Johnson stated we do have an item of new business. There was a taxi license denied by City Clerk's which was requested for appeal and we would ask for a motion to enter it at a non-public session for this reason. The information was sent out May 3rd to everyone.

Chairman O'Neil noted that everyone had received the information and asked if there was a problem with the Committee voting on it if they were ready rather than meeting in non-public session.

Deputy City Clerk Johnson responded you can if you prefer to do that

Chairman O'Neil asked members of the committee are you comfortable with that, just a general concept if we do not want to go we've all seen it and don't feel a need to executive session to discuss it. Are you all comfortable with that. There was a concurrence.

Alderman Forest stated I'll abstain on it mainly I haven't seen it was not in my envelope all I had was my hot dog stand permit.

On motion of Alderman Lopez, duly seconded by Alderman DeVries, it was voted to uphold the denial of a taxi license. There were none recorded in opposition. Alderman Forest abstained.

There being no further business to come before the Committee, on motion of Alderman Forest, duly seconded by Alderman DeVries, it was voted to adjourn.

A True Record. Attest

Clerk of Committee